

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: December 21, 2005

Division : Budget & Finance

Bulk Item: Yes X No

Department: OMB

AGENDA ITEM WORDING:

Request to **update** the On-Call FEMA Grant Management Services Agreement with Adjusters International to provide services to the county to maximize FEMA funding for declared disasters, and to expedite the process and retain obligated funds during project closeouts and FEMA audits.

ITEM BACKGROUND:

Previous audits of Hurricane and Tropical storm Grants have resulted in de-obligated costs, extensive delays in payment, and in some cases repayments of funds to various granting agencies. Adjusters International, professional loss consultants have been available under this on-call FEMA Grant Management services agreement to assist the county in preparation of the proper documentation and summarization of disaster related costs in accordance FEMA and DCA guidelines.

PREVIOUS RELEVANT BOCC ACTION:

July 14, 2004 BOCC Meeting.

CONTRACT/AGREEMENT CHANGES:

Assigned project manager rather than company director will serve as engagement leader and perform tasks as outlined above. Compensation rates will be billed as per the agreement, and will include other expenses incurred except airfare.

STAFF RECOMMENDATIONS:

Approval of amended agreement with Adjusters International to provide On-Call FEMA grant management services according to the new fee structure and personnel changes as noted in the agreement.

TOTAL COST:

BUDGETED: Yes No

COST TO COUNTY:

REVENUE PRODUCING: Yes No X AMOUNT PER MONTH Year

APPROVED BY: County Atty *[Signature]* OMB/Purchasing *[Signature]* Risk Management

DIVISION DIRECTOR APPROVAL:

[Signature]
Salvatore R. Zappulla

DOCUMENTATION: Included *[Signature]* To Follow Not Required

DISPOSITION:

AGENDA ITEM #

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract with: Adjusters International Contract # _____
Effective Date: _____
Expiration Date: _____

Contract Purpose/Description:

Approval of an amendment to update the On-Call FEMA Grant Management Services agreement with Adjusters International to provide services to the county.

Contract Manager:	Salvatore R. Zappulla	4444	OMB Stop#1
	(Name)	(Ext.)	(Department/Stop #)

for BOCC meeting on 12/21/2005 Agenda Deadline: 12/06/2005

CONTRACT COSTS

Total Dollar Value of Contract: \$ _____ Current Year Portion: \$ _____
 Budgeted? Yes ☐ No ☐ Account Codes: 001 - 0010 - 530530 - _____
 Grant: \$ _____ - - - - -
 County Match: \$ _____ - - - - -
 _____ - - - - -

ADDITIONAL COSTS

Estimated Ongoing Costs: \$_____/yr
(Not included in dollar value above)

For: _____
(eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed	Reviewer	Date Out
Division Director		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>[Signature]</i>	12/1/05
Risk Management	12-1-05	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>[Signature]</i>	12-1-05
O.M.B./Purchasing		Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>[Signature]</i>	12/1/05
County Attorney	12/1/05	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>[Signature]</i>	12/1/05
Comments:				

ADDENDUM

THIS ADDENDUM is entered into this 21st day of December, 2005 between the Monroe County Board of County Commissioners (COUNTY) and Adjusters International (CONTRACTOR or AI).

Whereas, on July 14, 2004, the parties entered into an agreement for On-Call FEMA Grant Management Services for the county; and

Whereas, staffing and cost factors require changes to said agreement; now therefore,

IN CONSIDERATION of the mutual promises contained herein, the parties agree as follows:

1. The Staffing paragraph of the agreement dated July 14, 2004, shall be amended to read:

A. An assigned project manager will serve as engagement leader and perform the tasks outlined above. Other AI consulting staff will provide support as required. The Disaster Recovery Services Director will provide oversight.

2. The Compensation and Schedule paragraph of the agreement dated July 14, 2004, shall be amended to read:

A. AI shall perform all engagements on a time and expense basis. AI's compensation will be a function of the level of effort provided to the County, and based on tasks requested. The following table presents AI rates by engagement team member or position:

Discounted Professional Fees

Position/Cost Function	Discounted Hourly Rate
Senior Consultant	\$275
Consultant	\$215
Administrative	\$135
Overhead Recovery	5%

B. Airfare will be billed to the County at AI's cost. Other expenses are included in the discounted hourly rate. Other expenses will include transportation (other than airfare), lodging, meals and incidentals. Payment will be made in accordance with the Florida Prompt Payment Act.

3. In all other respects, the Agreement entered July 14, 2004, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused these presents to be executed in their respective names, the date first above written.

ATTEST:
DANNY L. KOLHAGE, CLERK

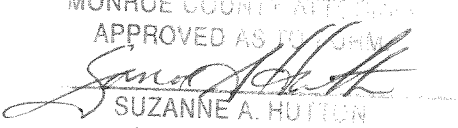
By: _____
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

BY: _____
Mayor Charles "Sonny" McCoy

ADJUSTERS INTERNATIONAL

BY: _____
President

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM

SUZANNE A. HUTTON
DISTRICT COUNTY ATTORNEY
12/01/05

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: 7/14/2004

Division: Management Services

Bulk Item: Yes X No

Department: OMB

AGENDA ITEM WORDING:

Request to enter into an On-Call FEMA Grant Management Services Agreement with Adjusters International to provide services to the County to maximize FEMA funding in the event a disaster has been declared, and to expedite the process and retain funds during project closeout and audit.

ITEM BACKGROUND:

Final Inspections, closeouts and audits of Hurricane Georges, and Tropical Storm Mitch resulted in de-obligated costs, and extensive delays in payment. FEMA and the DCA have guidelines pertaining to proper justification and compilation of large and small projects. Adjusters International, professional loss consultants, would be available under this agreement to assist the County prepare proper documentation and summarization of disaster related costs in accordance with FEMA and DCA guidelines.

PREVIOUS RELEVANT BOCC ACTION:

None

CONTRACT/AGREEMENT CHANGES:

For consideration of a one-time \$100.00 retainer fee, the County has the option to engage the firm as outlined in the attachment.

STAFF RECOMMENDATIONS:

Staff recommends execution of agreement with Adjusters International to provide On-Call FEMA grant management services.

TOTAL COST: \$100

BUDGETED: Yes No X

COST TO COUNTY: \$100

SOURCE OF FUNDS:

REVENUE PRODUCING: Yes No AMOUNT PER MONTH Year

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:

Sheila Barker

(TYPE NAME HERE)

DOCUMENTATION: Included To Follow Not Required


DISPOSITION:

AGENDA ITEM # C31

DANNY L. KOLHAGE
CLERK OF THE CIRCUIT COURT

DATE: October 27, 2004

TO: Salvatore Zappulla, Director
Office of Management & Budget

FROM: Pamela G. Hancock 
Deputy Clerk

At the July 14, 2004, Board of County Commissioner's meeting the Board granted approval and authorized execution of a letter dated June 22, 2004 to enter into an On-Call FEMA Grant Management Services Agreement with Adjusters International Disaster Recovery Services (AIDRS) to provide services to the County to maximize FEMA funding in the event a disaster has been declared, and to expedite the process and retain funds during project closeout and audit.

Enclosed is a copy of the above-mentioned for your handling. Should you have any questions please feel free to contact our office.

cc: County Administrator w/o document
County Attorney
Finance
File



ADJUSTERS INTERNATIONAL

PROFESSIONAL LOSS CONSULTANTS

CORPORATE OFFICE

126 BUSINESS PARK DRIVE

UTICA, NEW YORK 13502

1-800-382-2468

OUTSIDE THE U.S. (315) 797-3035

FAX (315) 797-1090

June 22, 2004

Sal Zappulla
Budget Director
Monroe County Florida
Gato Building
1100 Simonton Street
Key West, FL 33040

Subject: **Proposal for FEMA Grant Management Services (On Call)**

Dear Mr. Zappulla:

Thank you for allowing Adjusters International's Disaster Recovery Division (AIDRS) to submit this proposal for FEMA Grant Management Services (On Call) to Monroe County (County).

This proposal document, dated June 22, 2004, when executed by both Monroe County and Adjusters International's Disaster Recovery Services (AIDRS), will serve as a retainer agreement for a period of three years.

In the event, during the three year period, Monroe County has a declared disaster, if the County at it's sole discretion, decides to pursue grants under FEMA's Public Assistance Program, DRS can be activated subject to the terms of this agreement, to perform some or all of the following tasks:

Approach and Scope of Work

AI will provide the County with services designed to help maximize FEMA funding, expedite the process, and retain the funds during project closeout and audit. The following bullets present the services that are available under this engagement.

Grant Management Tasks:

- Provide general grant management advice
- Assist in the development of a disaster-recovery team
- Assist in the development of a comprehensive recovery strategy
- Provide advice to the disaster-recovery team as appropriate and participate in meetings
- Prepare draft correspondence to the State and to FEMA as necessary

Eligibility Tasks:

- Review eligibility issues, and work with the County to develop justifications to FEMA and the State
- Attend meetings with the County, State and FEMA to negotiate individual Project Worksheets as needed
- Assist County departments with compiling and summarizing Category A and B costs for FEMA and the State
- Assist the County to prepare Project Worksheets for small and large projects based upon information provided by the departments
- Provide oversight to departments having difficulty with their applications
- Assist in determining if all eligible damages have been properly quantified and presented to inspectors/Project Officers
- Work with the County to resolve disputes that may arise
- Address issues related to inter-agency funding conflicts
- If the County disagrees with FEMA determinations, assist to strategize and write the appeals
- When the County has completed all projects and drawn down reimbursement for all eligible costs; assist with preparations for State/FEMA final inspections and audits. Also participate in exit conferences with State/FEMA

Allowability Tasks:

- Assist the County in developing an approach to filing and tracking costs
- Review contracts and purchasing documentation
- Review documentation prepared by departments
- Assist in capturing and summarizing eligible costs for selected departments

Engagement Management Tasks:

- Prepare program management plan
- Prepare *Flash Reports*
- Attend status meetings
- Prepare invoices and supporting documentation

Because of the nature of federal funding, AI can not make any guarantees concerning the amount of funding the County will receive from FEMA.

Staffing

Jeff Shaw, Director of AI's Disaster Recovery Division will serve as the engagement leader and perform the tasks outlined above. Other AI consulting staff will provide support as required. Ronald Cuccaro, President and CEO of Adjusters International will provide general oversight.

Compensation and Schedule

In addition to a one-time retainer fee in the amount of \$100, to be paid upon execution of this agreement; AI proposes to perform all engagements on a time and expense basis.

AI's compensation will be a function of the level of effort provided to the County, and based on the tasks requested. The following table presents AI rates for each engagement team member or position. The County has the ability to decide if and when to activate DRS, and which tasks they will assist with.

Discounted Professional Fees	
	Discounted Hourly Rate
Ronald Cuccaro (CEO)	\$325
Jeff Shaw (Director)	\$295
Senior Consultant	\$235
Consultant	\$175
Administrative	\$65
Overhead Recovery	5%

Expenses will be billed to the County at AI's cost. Expense reimbursement will include airfare, transportation, lodging, meals and incidentals. AI will make every effort to keep expenses to a minimum. We encourage the County to assist us with expenses rates by any means available. In the event other area applicants choose to engage AI, expenses will be shared by each organization in proportion to the hours worked on their engagement.

AI will provide progress reports ("Flash Reports") to the County as appropriate. These reports will serve as the support for AI's bi-weekly progress invoicing.

County Responsibilities

If activated, to assist us in completing the various work tasks described, the County may need to assemble and provide the following information and resources:

- A central contact person

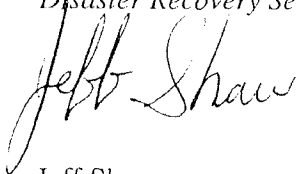
Sal Zappulla
Monroe County
Page 4

- A County organization chart, together with a list of names, roles, and phone numbers of personnel involved in FEMA grant management and the insurance claim(s)
- Access to all relevant disaster-related files
- Access to knowledgeable individuals who can answer questions and assist in obtaining additional information, including engineering staff, finance, accounting staff, and grant management staff
- Available written explanations of how the County calculates its fringe benefit and indirect cost rate
- Sample cost summaries
- Written grant management guidelines and other correspondence from the State or FEMA
- A work area, such as a conference room, including access to phone, fax, and copier

Thank you again for this opportunity to assist the County. If you have any questions or concerns, please contact me at 800-382-2468 or 410-279-4877.

Very truly yours,

**ADJUSTERS
INTERNATIONAL**
Disaster Recovery Services



Jeff Shaw
Director

AGREED TO AND APPROVED BY
Monroe County Florida

BY (NAME): Murray E. Nelson

SIGNATURE: _____



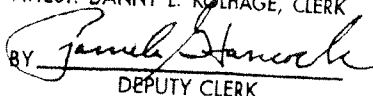
TITLE: Mayor/Chairman

DATE: July 14, 2004

(SEAL)

ATTEST: DANNY L. KOLHAGE, CLERK

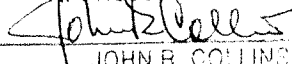
BY



DEPUTY CLERK

MONROE COUNTY ATTORNEY

APPROVED AS TO FORM



JOHN R. COLLINS
COUNTY ATTORNEY

Date: 10/27/04

07/14/2004

2004/159

Board granted approval and authorized execution of a letter dated June 22, 2004 to enter into an On-Call FEMA Grant Management Services Agreement with Adjusters International Disaster Recovery Services (AIDRS) to provide services to the County to maximize FEMA funding in the event a disaster has been declared, and to expedite the process and retain funds during project closeout and audit.

Board granted approval for the County Administrator or his designee to complete and submit the online application for the Federal Fiscal Year 2004 Local Law Enforcement Block Grant funds via Internet as required by U.S. Department of Justice, Bureau of Justice Assistance.

Board granted approval for the County Administrator to execute an Order Addendum to Master Contract for BellSouth Business Services Master Agreement number DS0025 for Key West Airport and to execute up to 50 additional order addendums to same Master Contract for DSL service as sites get connected to DSL.

Board granted approval to enter into Modification Number Two to the Hazard Mitigation Grant Agreement Number 01HM-4R-11-54-15-009 with the Department of Community Affairs concerning FEMA Project 1259-0019 Gato Building Retrofit Project.

TOURIST DEVELOPMENT COUNCIL

Board granted approval and authorized execution of an Addendum to Interlocal Agreement between Monroe County and the City of Key West for beach cleaning services and seaweed cleanup by Robbies Marine for Smathers and Rest Beach in an amount not to exceed \$138,140 per year for cleaning and maintenance and \$45,000 per year for seaweed cleanup, DAC I, third penny resources.

Board granted approval and authorized execution of an Amendment to Interlocal Agreement between Monroe County and Islamorada, Village of Islands, to extend Agreement until September 30, 2005.

Board granted approval to advertise a Request For Qualifications for a county wide Fishing Umbrella.

Board granted approval to advertise a Request For Qualifications for a county wide Diving Umbrella.

DIVISION OF MANAGEMENT SERVICES

Board granted approval to refund de-obligated costs of \$58,682.50 from disaster - 1259 (Tropical Storm Mitch) to the Florida Department of Community Affairs as per Audit Report E-06-03, Office of the Inspector General.

DIVISION OF GROWTH MANAGEMENT

Board granted approval of recommendations from the Request for Statements of Qualifications (RFQ) Selection Committee to select URS Corporation to provide Transportation Planning/Engineering Services to the Growth Management Division, and direct Staff to enter into